To governors on 06/02/20

Range High School

E-SAFETY POLICY

Person responsible this policy:	Associate Leader (Personal Development)
Date of last review:	November 2019
Date of next review:	Autumn term 2020 – (major changes will be brought to the attention of governors as, and when they occur)

RESPONSIBILITY FOR THIS POLICY WAS DELEGATED TO THE HEADTEACHER ON 06/02/20

General Information

Governors:	This section will be reviewed annually by the full governing body
Headteacher:	Mr M McGarry
SLT:	Mr D Cregeen - Associate Leader – Personal Development
SMT:	CAL Computing + E-Safety Lead (RC)

To governors on 06/02/20

Contents

Section One:

Principles

1. The e-safety section covers the safe use of Information Communication Technology (ICT) both inside school such as using the computer network (including the school Wi-Fi) and outside school such as accessing the VLE, ClassCharts, SIMS, school emails or the school website from home.

2. We at Range High School believe that ICT is an essential resource to support teaching and learning, as well as playing an important role in the everyday lives of young people and adults. We also believe that it is important to build in the use of these technologies in order to provide our pupils with the skills to access life-long learning and employment

3. We also recognise that such technology can also be misused (see Section Two)

4. We acknowledge Range High School has a responsibility to educate our pupils and staff about e-Safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom (see Section Three)

5. We will educate our pupils, staff and families about possible misuse and will provide education, infrastructure and processes which support safe use of a variety of technologies

6. We will designate specific roles and responsibilities (see Section Four)

7. We will provide a discrete Computer Science curriculum which addresses these issues (see Section Five)

8. We will engage the support of families in this work (see Section Six)

9. We will have a defined complaints procedure for e-safety (see Section Eight)

10. We will require all users to agree to the AUP (see Appendix A and B)

11. We will require all staff to agree to the Home Access to SIMS Protocol (see Appendix C)

12. We will review our policy annually (see Section Nine)

Section Two:

Definitions of Misuse

Misuse refers to the use of technology that is excessive or problematic and to the detriment of the user, the recipient, those around them and/or third parties that are not directly involved but who may be affected by it.

For example:

- Sending unwelcome text messages that are threatening or cause discomfort to others

- Taking pictures or filming of others which are then used to bully others or to make others feel threatened or embarrassed with pictures/video sent to other people.

- Making phone calls that include silent calls or abusive messages. Sometimes the bullied person’s phone is stolen and used to harass others, who then think the phone owner is responsible. As with all mobile phone bullying, the perpetrators often disguise their numbers, sometimes using someone else’s phone to avoid being identified
- Using email to send bullying or threatening messages, often using a pseudonym for anonymity or using someone else’s name to pin the blame on them

- Chat room bullying involves sending menacing or upsetting responses to others when they are in a web-based chat room

- Bullying through instant messaging (IM) is an Internet-based form of bullying where children and young people are send unpleasant messages as they conduct real-time conversations online, (i.e. Snapchat, Facebook Messenger, Whatsapp)

- Bullying via websites includes the use of defamatory blogs (web logs), personal websites and online personal polling sites.

Section Three:

Safe Use of Technology

We will educate our pupils, staff and families to use the following technologies appropriately in the following manner:

Email:

- The school gives all students and staff their own e-mail account to use for all school business as a work based tool. This is to minimise the risk of receiving unsolicited or malicious e-mails and avoids the risk of personal profile information being revealed

- Under no circumstances should staff contact pupils, parents or conduct any school business using personal e-mail addresses

- Pupils may only use school approved accounts on the school system and only under direct teacher supervision for educational purposes

- Pupils must immediately tell a teacher/ trusted adult if they receive an offensive e-mail

- Staff must inform a senior member of staff if they receive an offensive e-mail

- Pupils are introduced to e-mail as part of their Computer Science curriculum in 7.1 and 8.1 Schemes of Work.

- However staff choose to access their school e-mail, whether using a computer in school, a school device outside of school or on non-school hardware devices, the same school e-safety policy apply.

- Staff and pupils should be aware that a log of all emails that are sent, received and forwarded are kept forever by gMail, even if they are deleted.

Internet Access:

- The school has students who will have supervised access to Internet resources (where reasonable) through the school's fixed internet technology and firewall security

- Staff will preview any recommended sites before use by students

- If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work

- The school's policy on the use of mobile phones in school is that they should not be seen or heard. However, students may be allowed, under controlled conditions supervised by staff to access their phone for short periods of time to complete a task, such as checking their ClassCharts app.

- Staff and pupils should be aware that all files that are stored on the VLE or on their Google Drive account are kept forever by Google, even if they are deleted.

Social Networking:

Social networking sites, if used responsibly can provide easy to use, creative, collaborative and free facilities. However, it is important to recognise that there are issues regarding the appropriateness of some content, contact, culture commercialism and the safeguarding issues that such sites pose.

- At present, the school endeavours to deny access to social networking sites to pupils within school apart from students who study BTEC IT Level 3 Information Technology. As part of their course, students will be allowed, with permission from their parents and under supervised controlled conditions with their teacher, to access Facebook to carry out the work necessary to complete the qualification. Some staff members may have access to social networking sites to promote activities carried out in school.

- All pupils are advised to be cautious about the information given by others on sites, for example users not being who they say they are

- Pupils are taught to avoid placing images of themselves (or details within images that could give background details) on such sites and to consider the appropriateness of any images they post due to the difficulty of removing an image once online

- Pupils are always reminded to avoid giving out personal details on such sites which may identify them or where they are (full name, address, mobile/ home phone numbers, school details, IM/ email address, specific hobbies/ interests)

- Our pupils are advised to set and maintain profiles on such sites to maximum privacy and deny access to unknown individuals. Pupils are also advised to check their profile privacy settings on a regular basis to ensure their settings are still set to maximum following updates from the provider.

- Pupils are encouraged to be wary about publishing specific and detailed private thoughts online

- Our pupils are asked to report any incidents of bullying to the school

To governors on 06/02/20

Monitoring and Filtering

The school uses a firewall called Smoothwall. This will monitor all incoming and outgoing transmission. Smoothwall has a database of millions of known websites and places each website into a category. The school blocks access to websites by category, such as websites that contain pornography, gambling or criminal activity.

All websites that are shown to staff or pupils have to be approved by the firewall. If the website is in a blocked category it is not shown and a log of this is kept. Serious offences are forwarded to the head of Computer Science / David Cregeen / Heads of House / Head Teacher.

If a website is not blocked then additional checks are carried out by the firewall. Each website:

- Is given a category which is compared against the Smoothwall database. If they are different it is then blocked based on the Smoothwall block settings

- Is given a rating and anything over 2 out of 5 is blocked

- Is checked against our own internal blocked list

If a website passes all of these then the website is shown.

The school acknowledges that whilst filtering and monitoring is an important part of schools online safety responsibilities, it is only one part of our role. Children and adults are likely to have access to systems external to the school control, such as mobile phones and other internet enabled devices and technology 3 & 4G data.

As part of student's e-Safety curriculum, they are taught about 3 & 4G networks. Students are taught about different apps that make use of their location, the dangers of sharing their location from their devices and how to turn this setting off.

The e-safety officer delivers yearly parental e-safety update evenings. Parents are given information about how they can monitor their child's activities on their devices and how to open up conversations with their child about their online activities which are often difficult to track outside of the home Wi-Fi.

Section 4:

Roles and Responsibilities

We will ensure that designated staff in school have designated responsibilities with regard to e-safety. These roles and responsibilities are detailed below.

E-Safety Coordinator:

Our school's **e-Safety Coordinator** is Rob Cadwell. He has responsibility for:

- Developing an e-safe culture under the direction of the leadership team.
- Acting as a key point of contact on all e-safety issues.
- Raising awareness and understanding of e-safety to all stakeholders, including parents and carers.
- Embedding e-safety in staff training, continuing professional development and across the curriculum and learning activities.
- Maintaining an e-safety incident log and reporting on issues.
- Understanding the relevant legislation.
- Liaising with the local authority and other agencies as appropriate.
- Reviewing and updating e-safety policies and procedures regularly.

CEOP Ambassador:

Our **Child Exploitation and Online Protection** (**CEOP) ambassador** is Rob Cadwell. CEOP is a Government law enforcement agency focusing on child protection particularly online protection. Rob Cadwell has completed the CEOP 'Thinkuknow' Training programme to understand how young people use new technologies such as the internet and mobile phones. He also attended the CEOP ambassador course to understand how offenders use this technology to groom young people. He continues to read and act upon updates from CEOP. His main responsibility is therefore to help and advice members of staff regarding new technologies and their risks. He also has responsibility for:

- Attending training sessions and refresher courses (especially those held by CEOP) and other professional body providers.
- Ensuring e-safety is included in Computer Science schemes of work and updated regularly to take into account new technologies as they are developed and to liaise with the PHSE Co-ordinator to ensure continuity.

All Staff:

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following e-Safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials. Staff should report any concerns to the e-safety coordinator (Rob Cadwell) immediately.

Section 5:

E-Safety in the Curriculum

We believe it is essential for e-Safety guidance to be given to the pupils on a regular and meaningful basis. E-Safety is embedded within our curriculum and we continually look for new opportunities to promote e-Safety.

- The school has a framework for teaching internet skills in Computer Science/ PSHE lessons. Our CEOP ambassador (Rob Cadwell) has produced a range of teaching resources to promote e-safety. All e-safety training materials are located here **S: Drive / Staff / Computer Science / Other / E-Safety.**

- Online Safety will be taught discretely in Computer Science lessons across Years 7-9. This will largely be **factual** and will allow students to develop their **knowledge** of online safety issues.

- Online Safety will also be covered across Years 7-13 in PHSE. This will largely be **discussion based** which will allow students to discuss the **impacts & consequences** of their actions online.

- The content is phased and is relevant to specific year groups. The themes are as follows:

  - Year 7 – **Aggression** (bullying, harassment, stalking, violence, hateful content)

  - Year 8 – **Commercial** (Tracking, harvesting personal information, phishing, spam, spim, illegal downloading, hacking, viruses, gambling, scams)

  - Year 9-10 – **Sexual** (meeting strangers, grooming, pornographic/unwelcome sexual content, sexting, laws).

  - Years 10-13 – **Values** (self-harm, unwelcome persuasions, bias, racism, misleading information, health and wellbeing, protecting your future).

- Educating pupils on the dangers of technologies that maybe encountered outside school is also done informally when opportunities arise and as part of the e-Safety curriculum.

- Pupils are aware of the relevant legislation when using the internet such as data protection and intellectual property which may limit what they want to do but also serves to protect them.

- Pupils are taught about copyright and respecting other people's information, images, etc through discussion, modelling and activities.

- Pupils are aware of the impact of online bullying and know how to seek help if they are affected by any form of online bullying. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Childline or CEOP report abuse button.

Section 6:

Support from Parents/Carers

We will offer the following strategies through calendared 'E-Safety Update' evenings and our website:

- Don't wait for something to happen before you act. Make sure your child understands how to use these technologies safely and knows about the risks and consequences of misusing them
- Make sure they know what to do if they or someone they know are being bullied online
- Encourage your child to talk to you if they have any problems. If they do have a problem, contact the school, the mobile network or the Internet Service Provider (ISP) to do something about it
- Parental control software can limit who your child sends emails to and who he or she receives them from. It can also block access to websites that are not age appropriate
- Make it your business to know what your child is doing online and who your child's online friends are
- It is important that parents and carers ensure that their children are engaged in safe and responsible online behaviour. Some suggestions for parents to stay involved are:
  - Have agreed family guidelines to check on your child's internet use and promote good 'device hygiene.'
  - Discuss the kinds of Internet activities your child enjoys
  - Be up front with your child that you will periodically investigate the files on the computer, the browser history files, and your child's public online activities
  - Search for your child's name online, look at his or her profiles and postings on teen community sites, review web pages or blogs
  - Tell your child that you may review his or her private communication activities if you have reason to believe you will find unsafe or irresponsible behaviour
  - Watch out for secretive behaviour as you approach the computer, such as rapidly switching screens, and for attempts to hide online behaviour, such as an empty history file

- We provide more detailed advice on our website

We believe that it is essential for parents/ carers to be fully involved with promoting e-Safety both in and outside of school and also to be aware of their responsibilities. We consult and discuss e-Safety with parents/ carers and seek to promote a wide understanding of the benefits related to ICT and associated risks.

- Parents/carers are required to make a decision as to whether they consent to images of their child being taken/ used in the public domain (e.g., on school website, school social networking accouts)

- The school disseminates information to parents relating to e-Safety where appropriate in the form of:

  - E-Safety Update evenings
  - Posters
  - Website/VLE
  - Newsletter items
  - Parent Mail

Section 7

Responsibilities of Pupils

Pupils could adopt one or more of the following strategies. These will be outlined in e-safety lessons in the Computer Science curriculum.

- If you feel uncomfortable, remember it is never your fault. It can be stopped and it can usually be traced. Tell someone you trust, such as a teacher or parent, or call an advice line. Try to keep calm. If you are frightened, try to show it as little as possible and try not to get angry. Websites such as www.kidscape.org.uk and www.wiredsafety.org have some useful tips:

Text/Video Messaging:

- You can turn off incoming messages for a couple of days
- If bullying persists you can change your phone number (ask your mobile service provider)
- Do not reply to abusive or worrying text or video messages - your mobile service provider will have a number for you to ring or text to report phone bullying. Visit their website for details

Email:

- Never reply to unpleasant or unwanted emails
- Don't accept emails or open files from people you do not know
- Ask an adult to contact the sender's ISP by writing abuse@ and then the host, e.g. abuse@hotmail.com.

Chat Room & Instant Messaging

- Never give out your name, address, phone number, school name or password online. It's a good idea to use a nickname.
- Do not give out photos of yourself either
- Do not accept emails or open files from people you do not know
- Remember it might not just be people your own age in a chat room / instant messaging room
- End the conversation if you feel uncomfortable
- Tell your parents or carers if you feel uncomfortable or worried about anything that happens
- Think carefully about what you write and remember everything that you write can also be traced

Section 8

How will complaints regarding e-safety be handled?

The school will take all reasonable precautions to ensure e-Safety. However, due to the international scale and linked nature of internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. The school cannot accept liability for material accessed, or any consequences of Internet access.

Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:

- Interview/counselling by tutor / Head of House / e-Safety Co-ordinator / Headteacher;
- Informing parents or carers;
- Removal of internet or computer access for a period, [which could ultimately prevent access to files held on the system, including examination coursework];
- Referral to Social Care / Police

Any complaint about staff misuse or bullying or complaints of cyberbullying are dealt with in accordance with our Anti-Bullying Policy or the Staff Disciplinary Policy.

Complaints related to child protection are dealt with in accordance with school / LSCB child protection procedures. David Cregeen is the first port of contact for all child protection concerns.

Section 9

Reviewing our Policy

We will review our e-safety policy using the following measures:

- The number of incidents that are reported to staff over a given period
- Pupils' perceptions of the scale through periodic questionnaires and discussions with the Year and School Councils

We recognise that there may be times when parents feel that we have not dealt well with an incident of e-safety and we would ask that this be brought to the Headteacher's notice. If the Headteacher cannot resolve these concerns informally, parents can raise their concerns more formally through the school's Complaints Procedure. This involves contacting the clerk to the Governors through school.

RELATED POLICIES

Our E-Safety policy links with and should be read in conjunction with the other sections of the Safeguarding Policy, and:

- Health & Safety Policy

Appendix A
Range High School Acceptable Use Policy for Pupils

Computer Network Acceptable Use Policy (AUP) for Students

Access to the school network is provided for you to carry out recognised schoolwork and extra-curricular activities, but only on the condition that you agree to follow this AUP.

Each time you log onto the computer network, you are shown a summary of this AUP. By clicking 'OK' and entering your username and password, you are agreeing to abide by this AUP.

We define our network as:

- using a physically wired computer
- accessing the network using a Wireless Access Point on a personal device
- accessing the school website and email
- accessing the VLE (Internally and Externally)

The following conditions also apply to those who use our network via our Wireless Access Points (WAPs). These are not for personal use.

General

- You are responsible for all use of your account on the school network. Never tell your password to anyone else or let them use your account. If you think someone has discovered your password or is using your account, tell a member of the IT staff immediately.
- Never use another person's account. You must not attempt to install any programs on a school computer or run them from removable media. You must not attempt to by-pass any security systems, modify any profile or install registry entries.
- You must only use a printer for school-related work and activities. Careless or deliberate wasting of paper will result in your printing facility being withdrawn. All printing use is monitored and may be checked at any time.
- Eating and drinking are strictly prohibited in any computer room.
- Always make sure that you have completely logged off the computer before leaving it unattended.
- Always leave the computer and the surroundings as you would like to find them.
- No computer equipment may ever be removed from its location or tampered with. Any such interference with school property will be reported to the Head of Computer Science, or if appropriate to the Head Teacher.
- 'Hacking' i.e. unauthorised access or use of personal information, contrary to the provisions of the General Data Protection Regulation (GDPR), is a serious offence. Intentional damage to computers, computer systems or computer networks, including unauthorised damage or interference to any files may be considered a criminal offence under the Computer Misuse Act 1990.
- You should be aware that the unauthorised copying of software, images or documents is contrary to the provisions of the Copyright, Designs & Patents Act 1988 and is not permitted.
- The installation, copying or transmitting of obscene material is not permitted and may be considered a criminal offence under the Obscene Publications Act 1959/1964. In addition, any material in your account which the school considers inappropriate (including music, video and computer game files) or offensive will be removed immediately without prior warning.
- All files stored on the network will be treated as school property, including e-mail. IT Services staff and Computer Science staff may look at files and communications at any time to ensure that the system is being used responsibly, especially if they have a reasonable suspicion that the system is being misused. You should not expect that your work and e-mails will always be private.

The Internet and E-mail

The Internet is provided for you to conduct genuine research and communicate with others. All the sites you visit are recorded and kept for at least 6 months. Remember that access is a privilege, not a right, and that access requires responsibility at all times.

- You must never send, display, access or try to access any obscene or offensive material. You must not use obscene or offensive language in e-mails. Remember that you are a representative of your school on a global public system - never swear, use vulgarities, or any other inappropriate language. Remember that the school has the right to read your e-mails.
- You must never harass, insult or attack others through electronic media. Within the school this is bullying and will be punished as such. Also, e-mail 'bombing' is a serious offence and will result in your suspension from the system. Remember that any e-mail you send can be traced. A recipient of an offensive e-mail from you may take legal action against you. You must not attempt to bypass internet and email restrictions using any method including the use of online proxy / firewall bypass sites.
- Never copy and make use of any material without giving credit to the author. Not only are you infringing copyright, but also you will be guilty of plagiarism. If you are a student in Key Stage 4 or 5 and are suspected of plagiarism as part of your coursework or Non-Exam Assessments (NEA) the relevant exam boards will be informed.
- Never reveal any personal information, the home address or personal phone numbers of yourself or other people.
- Check with a member of the Computer Science staff before opening unidentified e-mail attachments or completing questionnaires or subscription forms.
- A log of all emails sent, received and forwarded is kept forever by Gmail, even if you delete them from your own mailbox. All files stored in your google drive account are kept forever by Google, even if you delete them.

Games
With the exception of educational games expressly permitted by a member of staff, games may never be played from any pupil's account, from removable media or over the internet. Never attempt to download any games or executable programs from the internet without the express permission of a member of the IT Services team.

Sanctions
Any infringement of the AUP will be reported to the CAL of Computer Science and the Network Manager. Punishments will vary dependant on the severity of the infringement, but may include:

- A detention
- A temporary network/internet ban
- Your parents / carers / head of house being informed
- A permanent network/internet ban

For more serious offences, such as the transmission of offensive material or 'hacking', the Head Teacher, and your parents will be informed. Note that if a criminal offence appears to have been committed, the school will refer the matter to the police.

Note that this AUP may be updated from time to time. The latest AUP can be found on the school website at http://www.range.sefton.sch.uk .

Appendix B
Range High Acceptable Use Policy for Staff

Computer Network Acceptable Use Policy (AUP) for Staff
Access to the school network is provided for you to carry out recognised schoolwork, but only on the condition that you agree to follow this AUP.

Each time you log onto the computer network, you are shown a summary of this AUP. By clicking 'OK' and entering your username and password, you are agreeing to abide by this AUP.

We define our network as:

- using a physically wired computer
- accessing the network using a Wireless Access Point on a personal device
- accessing the school website and email
- accessing the VLE (Internally and Externally) and SIMs and ClassCharts from home

The following conditions also apply to those who use our network via our Wireless Access Points (WAPs). These are not for personal use.

You are allowed to use the school network for personal purposes as long as that usage

1. Is not illegal
2. Is compatible with the school's safeguarding policy
3. Is compatible with the Staff Code of Conduct
4. Is on your own device or in a private staff area
5. Is not in view of pupils
6. Is not in directed time

Ask a member of SLT for guidance if you are unsure.

This AUP forms part of our overall Staff Code of Conduct.

General

- You are responsible for all use of your account on the school network. Never tell your password to anyone else or let them use your account. If you think someone has discovered your password or is using your account, tell a member of the IT services immediately.
- Never use another person's account. You must not attempt to install any programs on a school computer or run them from removable media. You must not attempt to by-pass any security systems, modify any profile or install registry entries.
- Images of pupils and/or staff will only be taken, stored and used for school purposes inline with school policy and not be distributed outside the school network without the permission of David Cregeen.
- You have responsibility for checking all ICT (especially online based) resources (e.g. clips from YouTube) before they are used with pupils to ensure that the resources are appropriate and will not cause offence to any pupils or other members of staff.
- You have responsibility for checking resources that store student details (e.g. senecalearning.com, quizizz.com) to ensure all data transmission is encrypted and that the website keeps students details safe and secure.
- You must only use a printer for school-related work and activities. Careless or deliberate wasting of paper will result in your printing facility being withdrawn. All printing use is monitored and may be checked at any time.
- Always make sure that you have completely logged off the computer before leaving it unattended.
- Always leave the computer and the surroundings as you would like to find them.

- No computer equipment may ever be removed from its location or tampered with. Any such interference with school property will be reported to the Head of Computer Science, or if appropriate to the Head Teacher.
- 'Hacking' i.e. unauthorised access or use of personal information, contrary to the provisions of the General Data Protection Regulation (GDPR), is a serious offence. Intentional damage to computers, computer systems or computer networks, including unauthorised damage or interference to any files may be considered a criminal offence under the Computer Misuse Act 1990.
- You should be aware that the unauthorised copying of software, images or documents is contrary to the provisions of the Copyright, Designs & Patents Act 1988 and is not permitted.
- The installation, copying or transmitting of obscene material is not permitted and may be considered a criminal offence under the Obscene Publications Act 1959/1964. In addition, any material in your account which the school considers inappropriate (including music, video or game files) or offensive will be removed immediately without prior warning.

By agreeing to the Staff AUP you undertake to abide by Data Protection legislation (GDPR) and should familiarise yourself with the school's Data Protection Policy if you use school data away from the school site or on a device which does not belong to the school. The school has assessed the related benefits and disadvantages of requiring double encryption log-ins and decided that the disadvantages currently outweigh the benefits. The school will therefore not require double authentication log-ins. You undertake to make all efforts to protect school data by:

1. Using encryption on any portable data storage devices ("memory sticks") used to hold school data. You must ask the IT technicians to check encryption is enabled on any of your own devices, or use a device provided by the school which will have encryption.
2. Ensuring any of your own tablets or smartphones which are permanently logged into the school network are password protected and have a 'locate and wipe' facility which can be used if they are lost or stolen. Please see the IT technicians to check the status of your device. If your device does not have this facility you must log out of the school system after each episode of use.
3. Ensuring that you log out of the school network if using devices at home to prevent those who are not Range High School employees from accessing any data.
4. Signing the SIMS Code of Conduct if you wish to be allowed to use SIMS at home.

Shared Drive/VLE

- All files held on the network or VLE will be treated as school property, including e-mail. IT services staff may look at files and communications to ensure that the system is being used responsibly. You should not expect that your work and e-mails will always be private (with regards to Freedom of Information; Safeguarding & Disciplinary matters).
- Sensitivity should be taken when putting files onto the shared drive and inappropriate or offensive materials should not be placed onto the shared drive or the VLE.
- You must not tamper with files belonging to other members of staff such as deleting, moving or editing files that you are not authorised to.

The Internet and E-mail

The Internet is provided for you to carryout your day-to-day roles. All websites you visit are recorded and kept for at least 6 months.

- You must never send, display, access or try to access any obscene or offensive material. You must not use obscene or offensive language in e-mails. Remember that you are a representative of your school on a global public system - never swear, use vulgarities, or any other inappropriate language. Remember that the school has the right to read your e-mails under certain conditions. Your emails will not be routinely monitored. However the SLT reserve the right to look at staff emails if they have reasonable suspicion that the system has been misused, or a safeguarding issue has arisen. Freedom of Information requests may result in your e-mails being read by the parents of pupils. Never write something in an e-mail which you would not like to be read by them.

- You must never harass, insult or attack others through electronic media. Within the school this is bullying and will be punished as such. Also, e-mail 'bombing' is an offence and will result in your suspension from the system. Remember that any e-mail you send can be traced. A recipient of an offensive e-mail from you may take legal action against you. You must not attempt to bypass internet and email restrictions using any method including the use of online proxy / firewall bypass sites.
- Never copy and make use of any material without giving credit to the author. Not only are you infringing copyright, but also you will be guilty of plagiarism.
- Never reveal any personal information, the home address or personal phone numbers of yourself or other people.
- Check with a member of the IT Services before opening unidentified e-mail attachments or completing questionnaires or subscription forms.
- A summary of what does, and does not constitute responsible internet use is displayed in all IT rooms. Use of the school system is an acknowledgement of acceptance of these guidelines.
- Never attempt to download any games or executable programs from the internet without the express permission of a member of the IT Services team.
- When using SIMS ensure pupil data remains confidential.
- A log of all emails sent, received and forwarded is kept forever by Gmail, even if you delete them from your own mailbox. All files stored on the VLE or in your google drive account are kept forever by Google, even if you delete them.

Sanctions

Any infringement of the AUP will be reported to the Head of Computer Science and the Network Manager. Punishments will vary dependant on the severity of the infringement.

For more serious offences, such as the transmission of offensive material or 'hacking', the Headteacher will be informed. Note that if a criminal offence appears to have been committed, the school will refer the matter to the police.

Note that this AUP may be updated from time to time. The latest AUP can be found on the VLE.

APPENDIX C

Home access to SIMS

Protocol

> Information held on SIMS about pupils is sensitive and confidential. Colleagues must make all efforts to ensure this data remains confidential. **<u>Failure to do so may result in disciplinary action</u>**. This contract serves as a formal record that colleagues who use SIMS at home are conscious of this obligation.

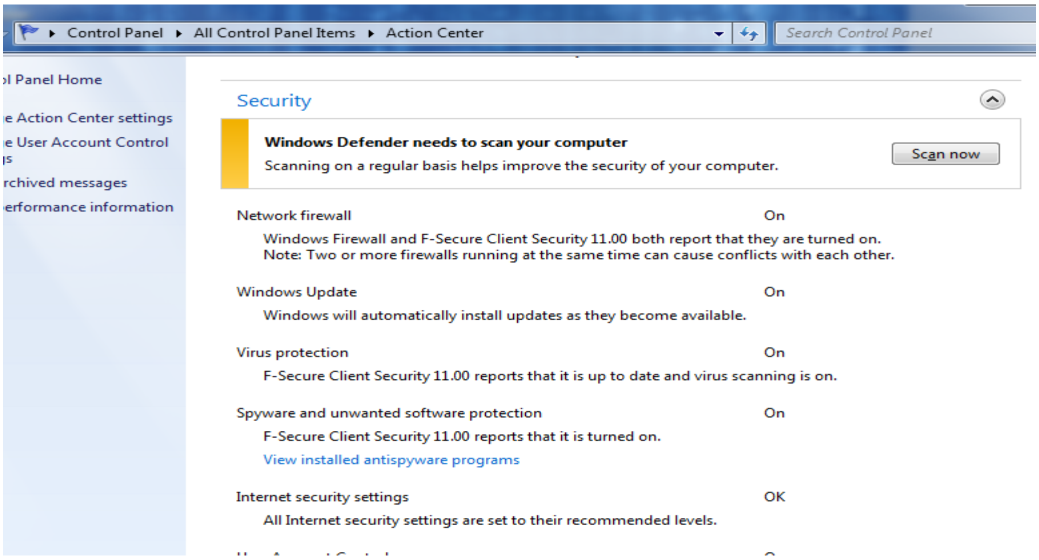
In order for you to have access to SIMS from home you must sign and return this document to the school's Network Manager before permissions can be granted. You will receive an email once access has been authorised.

By signing this protocol you agree to all the conditions below and take all reasonable responsibility for ensuring there is no unauthorised access via your login route or username and password. Failure to do so could not only jepardise the security of the school's information management system but could also lead to discipinary action being instigated.

At present only computers that use the Windows operating system can access SIMS from home. If you have an Apple Mac machine and would like to investigate further how you can gain access please speak to the Network Manager.

<u>Conditions of use</u>

1. Ensure that your computer has working Anti-Virus and firewall software installed, and that your computer is fully upto date with the latest Windows Updates. To do this go to the "Action Center" (found in Control Panel) and check the status under the security tab: -



Windows Defender needs to scan your computer
Scanning on a regular basis helps improve the security of your computer.

Network firewall On
Windows Firewall and F-Secure Client Security 11.00 both report that they are turned on.
Note: Two or more firewalls running at the same time can cause conflicts with each other.

Windows Update On
Windows will automatically install updates as they become available.

Virus protection On
F-Secure Client Security 11.00 reports that it is up to date and virus scanning is on.

Spyware and unwanted software protection On
F-Secure Client Security 11.00 reports that it is turned on.
View installed antispyware programs

Internet security settings OK
All Internet security settings are set to their recommended levels.

2. Anything in red requires your attention.
3. **<u>Do not use</u>** this connection in an unsecure / public place such as an Internet Café or via Hotel / public Wifi etc. If you are using your home wifi to connect, make sure it is suitably secured with a password (not the default) and encryption enabled.

4. **Never** share your curriculum and SIMS password and ensure that they are both suitably complex. **Do not use** easily guessable dictionary words and make sure that your SIMS password is different to your curriculum password.
5. **Do not** leave your computer unattended while using this connection.
6. **Do not** copy any information obtained from SIMS to your personal computer or personal storage device.
7. Once you have finished using SIMS ensure that you close it down and then click the **"Sign out"** link.

Contact the IT Technicians if you have any issues with the above requirements.

Signed: ______________________ **Email:** ______________________

Name: ______________________ **Date:** ______________________